

WARRANTS RETURNED FROM VENDOR

3697

(No. 43 May 1998)

Purpose/Use:	Process warrants returned from vendor.
Reference/Authority:	Accounting Procedures Handbook, Sections 3630, 3631, and 3632; SAM '8282, 8422.6, 18424, 18424.1, 18424.4-6.
Source:	Vendor.
Forms/Related Documents:	Controller's Warrant; Refund Register, AO-272; Remittance Advice, STD 404c; Report of Collections, AO 197; Report of Deposit, STD 442; Report to State Controller of Remittance to State Treasurer, CA-21; Returned Warrant Inquiry, CD 173.
Due Date(s):	As needed.
Distribution:	State Controller; DAO - Fund Accounting.

Warrants issued by the State Controller's Office may be returned by the payee or the post office to SCO or CDF because of insufficient or incorrect address, duplicate payment, incorrect amount, because it is not due the payee, etc.

If warrant is returned to CDF, Cashier will forward warrant to DAO-Claims who will:

- Research to determine cause of return.
 - If duplicate payment, obtain CALSTARS codes and document and vendor number from claim schedule from which payment was made.
- Return check with CALSTARS code and document and vendor numbers to DAO-Cashier who will prepare a Report of Collections (AO-197) and Report of Deposit (STD 442), then deposit check.
 - If wrong vendor was paid or amount of check is incorrect, obtain CALSTARS codes and document and vendor numbers from claim schedule from which payment was made.
- Return check with CALSTARS codes, and document and vendor numbers to DAO-Cashier who prepares an AO-197 and STD 442, then deposits check.

- Prepare Refund Register (AO-272) and forward to DAO-Revolving Fund Unit who prepares check payable to correct vendor and for right amount.

If the warrant is returned to Controller's Office, that office forwards a Returned Warrant Inquiry (Form CD 173) to CDF, listing reason for return.

- If address correction:
 - Pull file copy of claim schedule from which payment was made.
 - If correct address can be determined:
 - Make notation of correct address on payable document in schedule.
 - Prepare manual Remittance Advice (STD-404c), and attach to upper back of CD-173.
 - Mark REMAIL on CD 173.
 - Sign and forward CD 173 to Controller's Office, Division of Disbursements.
 - Prepare Vendor Edit Table Maintenance (CALSTARS 14) and forward to Vendor Edit Table Maintenance desk.
 - If correct address cannot be determined:
 - Mark DEPOSIT IN OUR UNCLAIMED TRUST ACCOUNT on CD 173.
 - Sign CD 173 and forward to Controller's Office, Division of Disbursements.
- If a duplicate payment, obtain CALSTARS codes and document and Vendor number from claim schedule from which payment was made.
 - Mark DEPOSIT IN THE FUND FROM WHICH DRAWN on CD 173.
 - Make photocopy of CD 173.
 - Sign and forward CD 173 to Controller's Office, Division of Disbursement.
 - Make notation of status of warrant on paying document in schedule.

- Write schedule number, CALSTARS codes, document number and vendor number on photocopy of CD 173 and place CD 173 in Returned Warrant pending file.

Controller's Office will send a Controller's Remittance Advice (CA-21) to DAO Fund Accounting when processing of the returned warrant is complete.

- DAO-Fund Accounting will forward CA 21 to DAO-Claims who will:
 - Pull related photocopy of CD 173 from Returned Warrant pending file and post schedule number, CALSTARS codes, document number and vendor number on CA 21.
 - Write CA 21 number on photocopy of CD 173 and place CD 173 in permanent file.
 - Forward CA-21 to Fund Accounting.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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